



# CITY OF ATLANTA

## Job Announcement

### **MAINTENANCE CONTRACT INSPECTOR, SENIOR (Watershed Inspector, Senior)**

**STARTING SALARY: \$33,388**

(Negotiable up to \$45,504 based on qualifications)

**Salary Grade: 14**

**Applications Accepted From: June 5, 2006 until Vacancies are filled**

#### **Minimum Job Requirements\***

Applicants for this position must have three years plant maintenance experience which includes a general knowledge of HVAC systems, electrical theory, pumps and pumping systems and related fields; or any equivalent combinations of education, training and experience which provides the requisite knowledge, skills and abilities for this position.

#### **Licenses and Certificates\***

Persons applying must possess a valid State of Georgia driver's license at the time of appointment. The license must remain valid during tenure in this position.

#### **Duties of the Job:**

This employee has the responsibility of overseeing the delivery of and performing inspections of maintenance contracts (i.e., HVAC, Mechanical, Electrical, etc.) in the Bureau of Drinking Water to ensure compliance with federal, state and city codes, ordinances and regulations; records and maintains daily records of activities, including personnel, equipment and materials; reviews maintenance contract plans and specifications, contract documents, plat cards, and other documents as necessary to monitor projects and ensure conformance with rules, regulations, and guidelines; maintains accurate records of material usage, reviews and verifies requests for payments/invoices to ensure accurate payment to contractors; prepares reports, memos, and other documents; develops and maintains related files; etc.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120, Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

**APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.**

**THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING & EXPERIENCE.**

\*Verification required prior to appointment.